

**Plumas County Children and Families Commission  
PCCFC**

**Minutes**

**Wednesday, December 11, 2002**

**9:00 a.m.-11:00 a.m.**

Public Works Building Conference Room  
1834 East Main Street, Quincy

**Attendees:**

Commissioners: Carol Burney, Tami Davison, Bill Dennison, Shelley Miller, Paula Russell, and Elliot Smart

Staff: Ellen Vieira, Executive Director; Diana Conen

Public:

**I. Introductions:**

Chairperson Miller called the meeting to order at 9:12 a.m.

**II. Public Comment:**

There were no public comments.

**III. Consent Agenda:**

MOTION: Mr. Dennison, seconded by Ms Russell, moved to approve the consent agenda.  
**VOTE: The motion passed unanimously.**

**IV. Executive Director's Report:**

Ms. Vieira referred the Commissioners to her written report, and asked if there were any questions. Mr. Dennison asked if the "No Child Behind Act of 2001" was related in any way to the CCFC School Readiness Initiative. Ms. Vieira said that the CCFC School Readiness Initiative follows the federal education reform plan as it relates to high quality preschool and improved academic achievement. There are specific mandates that the states must accomplish to receive federal education funds. There is discussion at the federal and state level for the implementation of Universal Pre-School. Mr. Dennison stated that there should be more coordination at all levels of government to make best use of available funding.

Ms. Vieira said that despite the state budget crisis, Plumas County will most likely continue to receive funding for the minimum allocation and the administrative

augmentation for small counties is guaranteed for the next two years. Copies of "Revenue Estimates for County Commissions 2003-08" were distributed. The power point presentation contained Proposition 10 tax revenue estimates that were based upon a software model and the projected number of births for each county. The revenue projections did not reflect any minimum program or administrative augmentations. If the \$200,000 minimum allocation were eliminated, Plumas County's estimates ranged from \$131,000 in 2003-04 to \$125,000 in 2007-08. The State Commission will be providing updated projections to the County Commissions every six months.

**V. Program Development:**

a. Technical Assistance/TASC – Fiscal Sustainability Plan

Technical Assistance will no longer be provided by TASC to individual counties as of January 1, 2003. Ms. Vieira reported that there was approximately \$4,700 left in Plumas County's technical assistance allocation FY 2002, which must be used by March 3, 2003. She has requested the services of a fiscal consultant to assist with the development of a financial plan (see the scope of work dated Nov. 19, 2002). It will not require a large commitment of time by the Commissioners. Mr. Dennison said that a long-term plan should be for no more than five years.

Louise Steenkamp, currently with PCPHA, has been hired to fill the position of Regional Evaluation Coach at SRI International and will be working with several rural county commissions on the statewide evaluation (including Plumas).

b. Draft Procurement Standards for Professional Service Contracts

Ms. Vieira distributed a revised draft of Procurement Standards for Professional Service Contracts that contains some modifications made by the County Counsel since the first draft was sent out with the agendas. Of the rural counties that Ms. Vieira has contacted, most do not have such a policy in place. The Commissioners discussed the advantages of having a Request for Proposals (RFP) in place, and the need for flexibility in making decisions that meet the specific needs in Plumas County. Mr. Smart suggested a provision enabling the Commission to choose a contractor based on qualitative factors, and not be obligated to take the lowest bid. Mr. Dennison said that if there are no competitive bids, the Commission should be able to enter into negotiations for a lower price.

Chairperson Miller asked how the Commission wished to proceed. Ms. Vieira suggested that the Commission not take action on the policy at this time, but should have the option of putting it in place should it be needed. Chairperson Miller directed Ms. Vieira to incorporate the suggestions made by the Commissioners into the draft policy.

c. First 5 Plumas-Name Change

Since June when the State Commission adopted “First 5 California” as its new program identity, 42 County Commissions have officially adopted the “First 5” name. The Commissioners discussed the possibility of confusion over the name change. Ms. Vieira said that the change could be made over time to utilize existing program materials in stock. Commissioner Smart noted that the name should be changed for statewide recognition. Examples of other counties’ versions of the “First 5” logo were distributed.

**MOTION:** Mr. Dennison, seconded by Ms. Davison, moved to adopt the “First 5 Plumas” with the Plumas County Children and Families Commission’s designation and logo printed at the bottom (see Riverside County’s example).

**VOTE:** The motion passed unanimously.

d. Commissioner Pereira’s resignation

Chairperson Miller said that the Commission needed to formally acknowledge Jose Pereira’s resignation, which he announced at the November meeting.

**MOTION:** Ms. Russell, seconded by Mr. Smart, moved to accept Jose Pereira’s resignation. **VOTE:** The motion passed unanimously.

e. PCCFC Commissioner Vacancies-Recruitment

Ms. Vieira said that there are currently four applicants who have expressed an interest in applying for a position as Commissioner. The position was publicized in the newspaper. Ms. Vieira gave a brief description of each applicant. The interview committee will be composed of Executive Director Vieira, and Commissioners Burney and Dennison. A meeting has been scheduled for January 6, 2003 to interview the candidates and a committee recommendation will be made to the Commission at the January 8, 2003 meeting.

Mr. Smart stressed the importance of having some broad representation from people who have a stake in and a connection with the community and are longer-term residents with good background knowledge of the area. He urged the interview panel to direct questions to the candidates to show their demonstrated connection to issues that the Commission is concerned with. Mr. Dennison said that parents of young children might make up for their lack of expertise and experience with their enthusiasm and eagerness to learn. Ms. Miller said that such new, fresher perspectives could prove to be beneficial to the Commission, and that childcare could be offered if needed to allow a parent to attend Commission meetings. She said that the new members should be advocates for what is needed to build strong families.

**VI. State Budget**

Copies of publications “California State Fiscal Outlook” from the Legislative Analyst’s Office, and “Mid-Year Spending Reduction Proposals” from the Governor’s office, and a discussion outline were distributed to the Commissioners. Commissioner Dennison said that as a result of the worsening economy, the Governor is predicting a \$21 billion budget shortfall for the State of California next year. This may cause some severe problems for county governments. Plumas County and the Commission should be looking at least 3-5 years ahead to the long-term effects. Some costs can be eliminated or deferred, and all departments and programs should be looking for ways to increase efficiency. But not much can be done on the county level to affect revenues.

Ms. Vieira said that the State is investigating ways to increase collection of cigarette taxes on Internet sales. The CCFC and CCAFA are developing a strategy to backfill Prop 10 if new cigarette taxes decrease taxable sales. Ms. Vieira said that she is receiving many requests for support and advocacy on various funding positions. She also advised the Commission to prioritize PCCFC advocacy efforts to meet local realities. An initial letter to local representatives explaining what the PCCFC is doing in their districts, with an emphasis on the strength of the community support for local Prop 10 programs. There is a loophole in the Prop 10 law; a two-thirds vote by the legislature could change the use of Prop 10 funds. She said that the Commission should develop a consensus on advocacy priorities, and coordinate with surrounding rural counties to have local Commissioners, Executive Directors, and stakeholders meet with legislators.

Mr. Smart said that there is a January 5, 2003 deadline for the Governor to make proposed cuts in the state budget. He suggested that the Commission’s advocacy strategies should be prioritized according to proposed cuts. He said that the smallest “frontier” counties in the state are vastly different from the urban areas, and essential funding that builds infrastructure and sustains minimal programs here will not greatly impact the budget deficits. Ms. Vieira said that the 31 smallest population counties have only 5% of the 0-5 age children, and cannot expect the same resources and attention that the State Commission pays to the urban counties. Ms. Vieira has been a strong advocate for the minimum allocation for small counties, especially since these allocations do not have any real impact on state budget. Mr. Dennison said that the Commission should also be looking for contacts and alliances that may be used while in the process of developing an advocacy strategy.

Chairperson Miller directed that a majority of the time on the January agenda be reserved for a discussion of an advocacy strategy and asked the Commissioners to bring their copies of the Strategic Plan with them to use as a guide to priorities.

## **VII. Closed Session:**

The Commissioners adjourned into Closed Session to discuss the Executive Director performance evaluation and contract for the year 2003.

**VIII. Report on Closed Session:**

Chairperson Miller called the meeting back in session.

MOTION: Mr. Dennison, seconded by Ms. Davison, moved to approve the annual performance evaluation of Executive Director, Ellen Vieira, as written with the addition of Ms. Vieira's goals for professional development in the areas of program evaluation, facilitation, and strategic planning. **VOTE: The motion passed unanimously.**

MOTION: Mr. Dennison, seconded by Ms. Russell, moved to include a 5% merit increase, and a 3% Cost of Living Adjustment in Ms. Vieira's contract, effective on the renewal date, January 1, 2003. **VOTE: The motion passed unanimously.**

Mr. Smart will make the addition to the performance evaluation report, which will be placed on file.

**IX. Public Comment:**

There were no public comments.

**X. Next Meetings:**

At the request of Mr. Dennison, Chairperson Miller suggested that the meeting time for the January 8, 2002 meeting be changed to start at 8:30 a.m. Ms. Vieira said that the regularly scheduled meeting date in February falls on a county holiday, February 12<sup>th</sup>, and it may be cancelled or rescheduled. Chairperson Miller stated that the February meeting would be discussed at the January 8<sup>th</sup> meeting.

**XI. Adjournment:**

MOTION: Ms. Davison moved to adjourn the meeting, seconded by Mr. Dennison  
**VOTE: The motion passed unanimously.**

The meeting adjourned at 11:05 a.m.

Minutes respectfully submitted by: Diana Conen